

**Sunset Empire Park & Recreation District: Board Meeting Agenda**  
**Tuesday, September 24, 2024, 5:15pm**  
**Bob Chisholm Community Center, 1225 Avenue A, Seaside, OR 97138**

The SEPRD Board will meet in person. For those that do not prefer to attend in person, the Board will accept written public comment to [info@sunsetempire.com](mailto:info@sunsetempire.com). The Board Meeting will be available via the District's YouTube page at: <https://youtube/AbmFwDqsYuc>

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Potential Conflict of Interest
4. Proclamation- National Hispanic Heritage Month/Mes de Herencia Hispana with Norma Hernandez (Consejo Hispano)
5. Proclamation- National LGBTQIA2S+ History Month with Marcus Runkle (Pride in Seaside)
6. Public Comment
7. Correspondence
  - A. Letter from City of Seaside Library
  - B. Presentation Notes from Seaside City Council on 9/9 re/BCCC Agreement with City of Seaside
8. Recognition of SEPRD Employees of the Month: Ty Olea
9. Approval of Board Meeting Minutes: August 27, 2024
10. Review Financials: August 2024
11. Staff Presentation: Haley Wilding, HR & Admin Manager
12. Old Business
  - A. Strategic Plan Document Review & Update
  - B. Projects:
    1. Fire Alarm Update
    2. Broadway Field Update
    3. System's Development Charges Update
    4. Traffic Impact Analysis
13. New Business
  - A. Crosswalk Discussion
14. Executive Director Report
  - A. Goals for 2024
  - B. Reports:
    1. Upcoming Training Opportunities
      - SDAO Board Training (w/George Dunkel)
        - i. 10/2: Salem
      - ORPA Conference: October 23-25; Sunriver
  - C. Special Events Recap/Meetings & Events Upcoming
    1. Seaside Farmers Market (June 19-September 18)
    2. LatinX Hispanic Heritage Night: September 21
    3. Providence & SEPRD Community Fall Prevention Event: September 27

4. October Board Meeting & SDAO Board Practices Assessment: October 29
  5. Fall Fun Fest: October 19
  6. 2024 Shutdown: November 4-18
  7. November Board Meeting: November 26
  8. December: No Board Meeting
15. Board Comment
  16. Adjournment

Accessibility: This meeting is handicapped accessible.  
Please let us know at 503-738- 3311 x 0,  
if you will need any special accommodation to participate in this meeting.

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**ORS 192.670** requires public bodies to provide members of the general public an opportunity to access and attend the meeting via virtual means and provide an opportunity for oral testimony to be provided via technology. For SEPRD, individuals that would like to offer public comment virtually can do so by accessing the meeting using the Zoom information here:

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**SEPRD is inviting you to a scheduled Zoom meeting.**

**Topic:** SEPRD Board Meeting

**Join Zoom Meeting:** <https://us02web.zoom.us/j/88545413763>

Meeting ID: 885 4541 3763

**P R O C L A M A T I O N**

***Recognizing the month of September 15-October 15 as National Hispanic Heritage Month,  
known as “Mes de Herencia Hispana” for the Sunset Empire Park & Recreation District***

WHEREAS National Hispanic Heritage Month or Mes de Herencia Hispana is celebrated nationwide from September 15 through October 15 each year. This observation started in 1968 as Hispanic Heritage Week; and

WHEREAS the term Hispanic or Latinx refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin who can be of any race, any ancestry or any ethnicity; and

WHEREAS the United States has always drawn its strength from the contributions of a diverse people and the Sunset Empire Park & Recreation District community is no exception; and

WHEREAS National Hispanic Heritage Month is a time to recognize the contributions made and the important presence of Hispanic and Latinx Americans to the United States; and

WHEREAS Hispanic Americans have played a prominent and important role in our national heritage and our Hispanic American residents lift our communities and our economy as entrepreneurs, executives, small business owners and in countless other roles and opportunities and

WHEREAS a significant segment of the more than 41,000 people living in Clatsop County are Hispanic (9.3% according to Census Bureau); and

WHEREAS we, the Sunset Empire Park & Recreation District honor the rich heritage of our Hispanic Community.

NOW THEREFORE, BE IT RESOLVED BY the Sunset Empire Park & Recreation District that September 15-October 15 is recognized as National Hispanic Heritage Month in the Sunset Empire Park & Recreation District and we call upon all public officials, district employees, residents and guests to observe this month with appropriate ceremonies, activities, and programs as they share in this special annual tribute by learning and celebrating the generations of Hispanic and Latino Americans who have positively influenced and enriched our nation and community.

Date: \_\_\_\_\_

Proclamation read by: \_\_\_\_\_

PROCLAMATION

***Recognizing the contributions of the LGBTQIA2S+ Community and observing October as LGBTQIA2S+ History Month***

WHEREAS, the LGBTQIA2S+ community has made significant and meaningful contributions to the Sunset Empire Park and Recreation District, fostering a more inclusive and welcoming environment for all individuals, regardless of sexual orientation, gender identity, or expression; and

WHEREAS, the diversity and vibrancy of the LGBTQIA2S+ community enriches the culture and spirit of our District, promoting understanding, acceptance, and respect among all people; and

WHEREAS, the continued dedication and advocacy of LGBTQIA2S+ individuals and allies have played a pivotal role in advancing the values of equality, diversity, and inclusion within our community; and

WHEREAS, October is recognized nationally as LGBTQIA2S+ History Month, a time to honor the achievements, history, and legacy of the LGBTQIA2S+ community and to reflect on the ongoing journey toward full equality and social justice for all; and

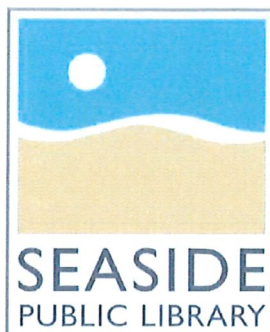
WHEREAS, it is essential that the contributions of the LGBTQIA2S+ community be acknowledged and celebrated, and that the District remains committed to ensuring a safe, inclusive, and supportive environment for everyone;

NOW, THEREFORE, BE IT PROCLAIMED that the Sunset Empire Park and Recreation District formally recognizes the invaluable contributions of the LGBTQIA2S+ community in making our District a more inclusive place for all, and proudly observes October as LGBTQIA2S+ History Month.

IN WITNESS WHEREOF, I hereby set my hand and cause the Seal of the Sunset Empire Park and Recreation District to be affixed this [Day] of [Month], 2024.

Date: \_\_\_\_\_

Proclamation read by: \_\_\_\_\_



1131 Broadway Avenue Seaside, OR 97138

503-738-6742

*www.seasidelibrary.org*

Dear Skyler Archibald,  
Sunset Empire Park + Recreation District

September 3, 2024

The Seaside Public Library would like to thank you for your generous donation to our Summer Reading Program. Your donation helped to incentivize kids to read for a chance to win prizes resulting in 2,413 hours read (which is *988 more* hours than last year) by kids this summer!

We were so excited to bring community partners back to our summer reading program! Kids and families were so happy to receive a free swim pass for turning in a completed reading log. This was new for some of the families and they were so excited for the opportunity to use the pool.

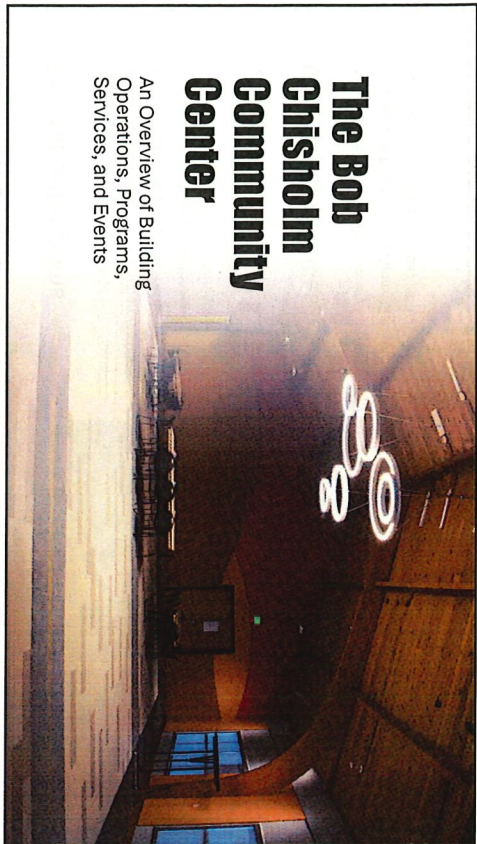
Thank you for your continued support of the Seaside Public Library and our young readers and their families!

Sincerely,

Marian Rose  
Youth Services Librarian

*Faded signature or stamp*





# The Bob Chisholm Community Center

## An Overview of Building Operations, Programs, Services, and Events

1

### A Short History

The Community Center was built in the 1950s as part of the Clatsop Parish in Seaside. Initially, it consisted only of what is now the kitchen and dining area. The 87mm x 100mm floor joists and basketball hoops at either end. The steel on was dark-stained board-and-batten cedar.

The City of Seaside acquired the building sometime in the 1970s. It was available for use as a community center but was otherwise closed to the public.

In 1984, Mary Blaise, former General Manager of SEPD, started a conversation with Larry Lehman, former Seaside City Manager, about using some space in the building during non-peak times. This relationship continued until the staff person overseeing the facility left employment.

Mary and Larry then formulated an agreement for the management and oversight of the building. The initial agreement proposed a \$6,130 per-hour contribution to the cost of staffing the building for 40 hours per week, totaling \$12,752 annually.

Over the past 40 years, that original contract has been formalized into an Intergovernmental Agreement, which was renewed every three years. In 2014, City Councilors selected to begin renewing the contract every five years.

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### Meet Our Building Staff

**Betty Barbie—**  
Betty is one of our Patron Relations Specialists and has been with the district for two and a half years. As of June 1<sup>st</sup>, Betty is our lead PRS at the Bob Chisholm.

**Courtney Tibbits—**  
Courtney is our district's Maintenance Coordinator and oversees minor repairs, painting, and custodial duties at the center.

**Brandon Soira—**  
Brandon recently became our Lead Custodian for the district. He spends 2-3 hours per day performing custodial duties at the Bob Chisholm.

**Chris Dury—**  
Chris is the Nutrition Coordinator for the Senior Meal Site program. He coordinates the site volunteers, meal preparation, home delivery routes, and congregate meal service.

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### Community Center Services & Resources

- ✓ Community Agency Resource Referrals
- ✓ Courtesy phone for local and long-distance phone calls
- ✓ Faxes and Copies
- ✓ Faxing and emailing of documents to Clatsop Community Action for programs like Energy and Rent Assistance
- ✓ Clatsop County Circuit Court remote location (Via Zoom on iPads)
- ✓ AARP Tax Preparation - January through April every year
- ✓ AARP Safe Driver's Course
- ✓ Quarterly American Red Cross blood donation host site
- ✓ Seaside CERT (Community Emergency Response Team) meeting site
- ✓ Service site for the Salvation Army gas voucher program
- ✓ WIC (Women Infants and Children) host site every Thursday 9:00am-4:00pm
- ✓ Free legal clinics offered by the Oregon Law Center
- ✓ Served as a primary south county vaccination site during COVID for both the Clatsop County Health Department and Consejo Hispano
- ✓ Served as a Red Cross mass feeding site following the 2007 winter storm

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### Senior-Focused Programming

The senior-focused programming developed out of a 2013 Charette consisting of Community Center Commission members and local stakeholders. All the programs listed below are free.

**Current programs include:**

- Pinochle – Mondays at 12:00pm in Meeting Room 1
- Knit, Needle, and Crochet – Tuesdays at 10:00am in the Conference Room
- Senior Movie – Tuesdays at 12:30pm in the Conference Room
- Senior Bingo – Wednesdays at 12:30pm in the Main Hall
- Games, Games, Games – Thursdays at 12:30pm in the Conference Room

**Past programs:**

- Senior Dances
- Karaoke
- Coffee, Crafts, and Conversation
- Manjong



### Senior Meal Program

People aged 60 or older are invited to enjoy freshly made lunches at the Bob Chisholm Community Center meal site. Our congregare meal site offers a healthy, nutritious, and well-balanced meal, friendship, activities, and a connection to services and other resources.

- Average of 14 in-person (congregare) diners each day M-F
- Average of 10 drive-thru pick-ups each day
- 50 meals delivered to home-bound clients three days per week
- 3-4 volunteers assisting in meal service
- \$3 suggested donation for each meal
- Meals served at 11:45am
- Clients also provided with fresh fruits and vegetables from CCA's Regional Food Bank



### Recreation Programs

- Pottery Studio – open M-F 9:00am-5:00pm
- Happy Chair Yoga – M/W 11:00am-12:00pm
- Tai Chi 24 – M/W 10:00-10:50am
- Gentle Yoga – M/W/F 5:30-6:45pm
- Arthritis Chair – 7/H 10:00-10:50am
- Wellness Workshops – TBD for winter 2025
- Diabetes Prevention Program

### Community Activities

- Whale Spirit Drum Circle – every first Friday 7:00pm
- Duplicate Bridge – every Friday 12:30pm
- Dance Now – Third Thursday 2:00-4:00pm



### Building Use Numbers

RENTALS		
Birthdays	30	
Weddings	350	
Memorials	308	
Baby Shower	110	
Reunions	98	
Duplicate Bridge	315	
Meetings	189	
Workshops/Trainings	250	
Fundraisers	330	
Whale Spirit Drum Circle	105	
Garden Club	172	
Shabbat	50	
Other (Baptisms, Quinceaneras)	337	
<b>Section Sub-total</b>	<b>2833</b>	
<b>NWSSS SENIOR MEAL PROGRAM</b>		
Congregate/Drive-thru	608	
Home Delivery	592	
Volunteers	796	
<b>Section Sub-total</b>	<b>2296</b>	

CLASSES/ACTIVITIES		
Open Studio Pottery	1443	
Mindful Eating	4	
Tai Chi/Arthritis	1002	
Yoga/Workshops	666	
Plates/Barre	1	
District Meetings	63	
Special Events	0	
Other	248	
<b>Section Sub-total</b>	<b>3728</b>	
<b>LOCAL GOVERNMENT</b>		
RCDC Commission	89	
SMART Reader	8	
City of Seaside	75	
<b>Section Sub-total</b>	<b>172</b>	
<b>OTHER BUSINESS</b>		
Walk-ins	620	
Faxing/Copies	8	
Phone Calls	1799	
<b>Section Sub-total</b>	<b>2427</b>	

**Total Building Use 2023:  
21,296 Visits**





### Technology

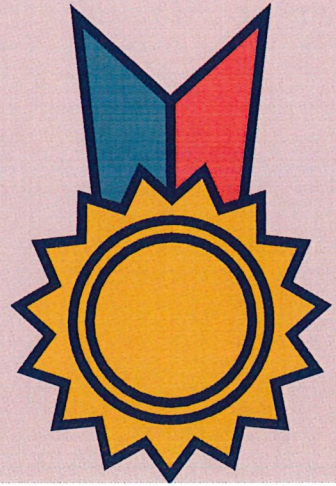
Since 2010, SEPRD has been working to enhance building security and increase technological access for building staff and users.

- ✓ Maintain a courtesy phone for local and long-distance phone calls
- ✓ Incorporated three (3) security cameras in key areas of the building
- ✓ Added fiber-optic internet and Wi-Fi access
- ✓ Added two (2) LED large screen TVs for presentations, trainings, and Zoom meetings
- ✓ During the 2018 Main Hall Refresh Project, added a full sound system to the hall with wireless microphones



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**PAUSE FOR APPLAUSE**  
**SEPTEMBER 2024**  
**WINNER**

AWARDED TO:

**TY OLEA**

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In recognition of superior service to the  
District, its patrons, and  
colleagues.

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**Skylar Archibald**  
EXECUTIVE DIRECTOR

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**Katharine Parker**  
BOARD PRESIDENT



**BOARD MEETING MINUTES**

**SUNSET EMPIRE PARK & RECREATION DISTRICT**

**AUGUST 27, 2024, 5:15PM**

*This meeting was held in person at the Bob Chisholm Community Center.  
Staff & Board participating were either in person or participated via Zoom®*

<b>CALL TO ORDER</b>	The Regular meeting of the Sunset Empire Park & Recreation District Board was called to order at 5:15pm by Board President Katharine Parker.
<b>ATTENDANCE</b>	<b>Present:</b> Katharine Parker, Board President; Celeste Bodner (via Zoom®), Board Vice- President; Michael Hinton; Kyle Gorman <b>Absent:</b> Su Coddington, Board Secretary <b>Also Present:</b> Skyler Archibald, Chris McCollister, Isaiah Collins, Haily Reckmann (SEPRD Staff)
<b>PLEDGE OF ALLEGIANCE</b>	Led by Parker
<b>DECLARATION OF POTENTIAL CONFLICT OF INTEREST</b>	Board President Parker asked for any conflicts of interest. There were no conflicts of interest declared.
<b>PUBLIC COMMENT</b>	There was no public comment this month.
<b>CORRESPONDENCE</b>	There was no correspondence this month.
<b>RECOGNITION OF SEPRD EMPLOYEE OF THE MONTH: HAILY RECKMANN</b>	The Board recognized the work of Haily Reckmann, a Patron Relations Specialist for the District. Thank you, Haily!
<b>APPROVAL OF BOARD MEETING MINUTES</b>	The Board reviewed the meeting minutes from the meeting held on August 8, 2024. <i>After review the Board unanimously approved the meeting minutes from the August 8, Meeting (Gorman/Hinton).</i>
<b>REVIEW OF FINANCIALS</b>	The Board received and reviewed the Financial Statements from July 2024. After review, <i>the Board unanimously approved the July 2024 Financials as presented (Gorman/Hinton).</i>
<b>STAFF PRESENTATION: ISAIAH COLLINS</b>	The Board received a presentation from Isaiah Collins, SEPRD IT Coordinator.
<b>OLD BUSINESS</b>	<u>Strategic Plan Document Review &amp; Update:</u> The Board reviewed the documents provided by the Strategic Plan team and Mr. Archibald and Vice-President

Bodner shared an update on the process and recent meetings. The plan will be presented to the District on September 16.

**PROJECT UPDATE**

Fire Alarm Update: Mr. Archibald shared an update with the Board on the work of the fire alarm replacement project at the SRC, on track to be completed in September.

Broadway Field Update: Mr. Archibald shared an update with the Board and recent photos from the project at Broadway Field.

Systems Development Charges: Mr. Archibald shared an update on this process.

Traffic Impact Analysis: Mr. Archibald shared that he signed the agreement and is awaiting further details and timeline from the contractor.

**NEW BUSINESS**

There was no new business this month.

**EXECUTIVE  
DIRECTOR REPORT**

HTC Fundraiser: Mr. Archibald shared the recent results of a fundraiser, led by the Sunset Park & Rec Foundation to utilize the SRC as a showers/sleeping/parking area for the Hood to Coast participants. With great effort, the Foundation raised over \$6,000 for the scholarship fund.

Maintenance Department Transition: Mr. Archibald shared the plans for the Maintenance Department with the July departure of Levi Conner. Cortney Tibbitts has taken a larger role in the department and Darren Gooch is also providing support.

Other: Mr. Archibald shared upcoming dates for meetings, trainings and conferences.

**BOARD COMMENT**

**Director Gorman** shared his efforts in communicating with Senators Wyden and Merkley regarding legislation to recognize special districts. He congratulated the work of the District in wrapping up several projects with the Strategic Plan and Broadway Field. He thanked Haily the Employee of the Month for her efforts and praised Isaiah for his presentation.

**Director Hinton** thanked Isaiah for his great presentation and stated his appreciation to see the Broadway Field project come together. He stated that he looked forward to attending the SDAO Board Training and the ORPA Conference if funds were available. He also noted the absence of Director Coddington and said that they are thinking of her and her family at this time.

**Board Vice-President Bodner** thanked the Board for the ability to participate in the meeting virtually. She stated she was excited to wrap up some of the projects



discussed at the meeting and that the community wants to hear more from Park & Rec about our projects and activities.

**Board President Parker** thanked Haily for her great work with the District and at the SRC and thanked Isaiah for his presentation and his work. She stated that its in the nature of the District to employ people who evolve in their careers as Isaiah has done. She thanked Mr. Archibald for his hard work on the field project and offered best thoughts to Su during this time.

**ADJOURNMENT**

*The meeting was adjourned at 7:12pm by Board President Parker*

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Skyler Archibald, Exec. Director

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Katharine Parker, Board President







# Sunset Empire Park & Recreation District

## Revenue and Expense Report

AD= Administration AQ= Aquatics BF= Building Fund BRF= Broadway Field Fund CC= Community Center  
 MNT= Maintenance RC= Recreation SE= Special Events SRC= Sunset Recreation Center YC= Youth Center

Current percentage of the fiscal year: **16.98%**

Through August 31, 2024	FY-to-Date	Annual Budget	Remaining	% Used
<b>REVENUES--</b>				
Aquatics	37,977.83	221,500.00	183,522.17	17.15%
Building Fund	0.00	25,000.00	25,000.00	0.00%
Broadway Field Fund	30.00	37,600.00	37,570.00	0.08%
Community Center	16,064.18	107,600.00	91,535.82	14.93%
Recreation	11,871.32	91,900.00	80,028.68	12.92%
Special Events	35,211.72	57,500.00	22,288.28	61.24%
Sunset Recreation Center	9,986.50	162,500.00	152,513.50	6.15%
Youth Programs	54,956.65	362,000.00	307,043.35	15.18%
Taxes & Other	47,381.43	2,198,864.00	2,151,482.57	2.15%
<b>Total Revenues</b>	<b>213,479.63</b>	<b>3,264,464.00</b>	<b>3,050,984.37</b>	<b>6.54%</b>
<b>EXPENSES--</b>				
AD Staffing	75,056.88	378,691.00	303,634.12	19.82%
AD PR Taxes and Benefits	19,041.55	118,469.00	99,427.45	16.07%
AD Materials, Supplies, and Services	37,653.61	307,605.00	269,951.39	12.24%
<i>Sub-total AD Expenses</i>	<i>131,752.04</i>	<i>804,765.00</i>	<i>673,012.96</i>	<i>16.37%</i>
AQ Staffing	115,902.56	530,665.00	414,762.44	21.84%
AQ PR Taxes and Benefits	14,590.85	87,816.00	73,225.15	16.62%
AQ Materials, Supplies, and Services	10,196.71	122,750.00	112,553.29	8.31%
<i>Sub-total AQ Expenses</i>	<i>140,690.12</i>	<i>741,231.00</i>	<i>600,540.88</i>	<i>18.98%</i>
BF Capital Expense	0.00	0.00	0.00	#DIV/0!
<i>Sub-total BF Expenses</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>#DIV/0!</i>
BRF Staffing	4,640.35	32,805.00	28,164.65	14.15%
BRF PR Taxes and Benefits	357.24	3,280.00	2,922.76	10.89%
BRF Materials, Supplies, and Services	2,100.47	15,200.00	13,099.53	13.82%
<i>Sub-total BRF Expenses</i>	<i>7,098.06</i>	<i>51,285.00</i>	<i>44,186.94</i>	<i>13.84%</i>
CC Staffing	17,223.80	91,373.00	74,149.20	18.85%
CC PR Taxes and Benefits	1,877.23	11,612.00	9,734.77	16.17%
CC Material, Supplies, and Services	2,692.90	23,500.00	20,807.10	11.46%
<i>Sub-total CC Expenses</i>	<i>21,793.93</i>	<i>126,485.00</i>	<i>104,691.07</i>	<i>17.23%</i>
MNT Staffing	43,809.07	201,826.00	158,016.93	21.71%
MNT PR Taxes and Benefits	8,703.88	65,715.00	57,011.12	13.24%
MNT Materials, Supplies, and Services	14,004.76	197,250.00	183,245.24	7.10%
<i>Sub-total MNT Expenses</i>	<i>66,517.71</i>	<i>464,791.00</i>	<i>398,273.29</i>	<i>14.31%</i>
RC Staffing	21,599.75	119,453.00	97,853.25	18.08%
RC PR Taxes and Benefits	3,738.23	24,495.00	20,756.77	15.26%
RC Materials, Supplies, and Services	10,780.50	31,700.00	20,919.50	34.01%
<i>Sub-total RC Expenses</i>	<i>36,118.48</i>	<i>175,648.00</i>	<i>139,529.52</i>	<i>20.56%</i>
SE Staffing	7,834.48	43,015.00	35,180.52	18.21%
SE PR Taxes and Benefits	2,783.11	25,027.00	22,243.89	11.12%
SE Materials, Supplies, and Services	8,170.55	35,300.00	27,129.45	23.15%
<i>Sub-total SE Expenses</i>	<i>18,788.14</i>	<i>103,342.00</i>	<i>84,553.86</i>	<i>18.18%</i>
SRC Staffing	10,026.26	77,250.00	67,223.74	12.98%
SRC PR Taxes and Benefits	787.18	7,725.00	6,937.82	10.19%
SRC Materials, Supplies, and Services	32,648.38	111,000.00	78,351.62	29.41%
<i>Sub-total SRC Expenses</i>	<i>43,461.82</i>	<i>195,975.00</i>	<i>152,513.18</i>	<i>22.18%</i>
YP Staffing	125,818.62	632,044.00	506,225.38	19.91%
YP PR Taxes	15,176.58	97,054.00	81,877.42	15.64%
YP Materials, Supplies, and Services	13,741.84	54,500.00	40,758.16	25.21%
<i>Sub-total YC Expenses</i>	<i>154,737.04</i>	<i>783,598.00</i>	<i>628,860.96</i>	<i>19.75%</i>
<b>Total Expenses</b>	<b>620,957.34</b>	<b>3,447,120.00</b>	<b>2,826,162.66</b>	<b>18.01%</b>
<b>Revenues Plus Net Working Capital</b>	<b>717,648.63</b>	<b>3,768,633.00</b>	<b>3,050,984.37</b>	<b>19.04%</b>

## August 2024 Personnel Services Breakdown

	FTE's	Wages	PR Taxes	Benefits	Longevity Pay	Total
<b>ADMINISTRATION</b>						
Exempt Staff	4.30	\$ 46,665.78	\$ 4,782.72	\$ 13,339.26	\$ -	\$ 64,787.76
Non-exempt Staff	1.50	\$ 16,732.76	\$ 919.57	\$ -	\$ -	\$ 17,652.33
<b>Sub-total</b>	<b>5.80</b>	<b>\$ 63,398.54</b>	<b>\$ 5,702.29</b>	<b>\$ 13,339.26</b>	<b>\$ -</b>	<b>\$ 82,440.09</b>
<b>MAINTENANCE</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	3.87	\$ 43,809.07	\$ 3,347.83	\$ 5,356.05	\$ -	\$ 52,512.95
<b>Sub-total</b>	<b>3.87</b>	<b>\$ 43,809.07</b>	<b>\$ 3,347.83</b>	<b>\$ 5,356.05</b>	<b>\$ -</b>	<b>\$ 52,512.95</b>
<b>AQUATICS</b>						
Exempt Staff	1.40	\$ 16,868.81	\$ 1,615.06	\$ 5,685.09	\$ -	\$ 24,168.96
Non-exempt Staff	12.67	\$ 98,827.05	\$ 7,290.70	\$ -	\$ -	\$ 106,117.75
<b>Sub-total</b>	<b>14.07</b>	<b>\$ 115,695.86</b>	<b>\$ 8,905.76</b>	<b>\$ 5,685.09</b>	<b>\$ -</b>	<b>\$ 130,286.71</b>
<b>RECREATION</b>						
Exempt Staff	0.20	\$ 3,331.03	\$ 492.00	\$ 2,089.56	\$ -	\$ 5,912.59
Non-exempt Staff	0.85	\$ 12,932.37	\$ 1,156.67	\$ -	\$ -	\$ 14,089.04
<b>Sub-total</b>	<b>1.05</b>	<b>\$ 16,263.40</b>	<b>\$ 1,648.67</b>	<b>\$ 2,089.56</b>	<b>\$ -</b>	<b>\$ 20,001.63</b>
<b>YOUTH PROGRAMS</b>						
Exempt Staff	1.30	\$ 16,337.92	\$ -	\$ 5,577.90	\$ -	\$ 21,915.82
Non-exempt Staff	11.80	\$ 109,480.70	\$ -	\$ -	\$ -	\$ 109,480.70
<b>Sub-total</b>	<b>13.10</b>	<b>\$ 125,818.62</b>		<b>\$ 5,577.90</b>	<b>\$ -</b>	<b>\$ 131,396.52</b>
<b>COMMUNITY CENTER</b>						
Exempt Staff	0.15	\$ 2,354.69	\$ 134.59	\$ 555.70	\$ -	\$ 3,044.98
Non-exempt Staff	2.70	\$ 14,869.11	\$ 1,186.94	\$ -	\$ -	\$ 16,056.05
<b>Sub-total</b>	<b>2.85</b>	<b>\$ 17,223.80</b>	<b>\$ 1,321.53</b>	<b>\$ 555.70</b>	<b>\$ -</b>	<b>\$ 19,101.03</b>
<b>SPECIAL EVENTS</b>						
Exempt Staff	0.65	\$ 7,834.48	\$ 685.57	\$ 1,755.76	\$ -	\$ 10,275.81
Non-exempt Staff	0.50	\$ 5,654.80	\$ 341.78	\$ -	\$ -	\$ 5,996.58
<b>Sub-total</b>	<b>1.15</b>	<b>\$ 13,489.28</b>	<b>\$ 1,027.35</b>	<b>\$ 1,755.76</b>	<b>\$ -</b>	<b>\$ 16,272.39</b>
<b>BROADWAY FIELD FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	0.37	\$ 4,640.35	\$ 357.24	\$ -	\$ -	\$ 4,997.59
<b>Sub-total</b>	<b>0.37</b>	<b>\$ 4,640.35</b>	<b>\$ 357.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,997.59</b>
<b>SRC FUND</b>						
Exempt Staff	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
Non-exempt Staff	4.20	\$ 10,026.26	\$ 787.18	\$ -	\$ -	\$ 10,813.44
<b>Sub-total</b>	<b>4.20</b>	<b>\$ 10,026.26</b>	<b>\$ 787.18</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,813.44</b>
<b>TOTAL</b>	<b>46.46</b>	<b>\$ 410,365.18</b>	<b>\$ 23,097.85</b>	<b>\$ 34,359.32</b>	<b>\$ -</b>	<b>\$ 467,822.35</b>



Sunset Empire Park & Recreation Dist, OR

# Check Report

By Check Number

Date Range: 08/01/2024 - 08/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: General-General</b>						
VEN01339	Baird Family Orchards	08/05/2024	Regular	0.00	159.00	47902
VEN01324	BigShu's Chocolates	08/05/2024	Regular	0.00	4.00	47903
01435	BLACKBERRY BOG FARM	08/05/2024	Regular	0.00	200.00	47904
01691	CHASING EBENEZER	08/05/2024	Regular	0.00	200.00	47905
VEN01316	CheeseButta	08/05/2024	Regular	0.00	55.00	47906
VEN01319	Diem Farms LLC	08/05/2024	Regular	0.00	54.00	47907
VEN01328	Fosse Farms INC.	08/05/2024	Regular	0.00	36.00	47908
VEN01329	ManJa Creations Artisan Food Company	08/05/2024	Regular	0.00	26.00	47909
VEN01331	Pablo Munoz Farms	08/05/2024	Regular	0.00	843.00	47910
VEN01333	Pilgrim's Roasted Nut'Z	08/05/2024	Regular	0.00	21.00	47911
VEN01335	T Bee S Honey	08/05/2024	Regular	0.00	82.00	47912
VEN01337	The Hummus Stop	08/05/2024	Regular	0.00	146.00	47913
VEN01158	949 The Bridge	08/12/2024	Regular	0.00	200.00	47914
00829	ACE HARDWARE - SEASIDE	08/12/2024	Regular	0.00	220.34	47915
00312	AIRGAS USA, LLC	08/12/2024	Regular	0.00	413.45	47916
VEN01242	CONVERGINT	08/12/2024	Regular	0.00	24,077.75	47917
VEN01056	Deming Designs Inc	08/12/2024	Regular	0.00	380.00	47918
00087	ENGLUND MARINE SUPPLY	08/12/2024	Regular	0.00	518.15	47919
VEN01300	Familiar Foods, LLC	08/12/2024	Regular	0.00	3,587.50	47920
00099	GRAINGER	08/12/2024	Regular	0.00	120.43	47921
01742	HD Supply Facilites Maintenance	08/12/2024	Regular	0.00	851.97	47922
VEN01348	Heidi Sather	08/12/2024	Regular	0.00	168.00	47923
VEN01071	Jacobs Radio	08/12/2024	Regular	0.00	199.00	47924
01756	Northwest Local Government Legal Advisor	08/12/2024	Regular	0.00	114.00	47925
00150	NORTHWEST NATURAL	08/12/2024	Regular	0.00	2,691.50	47926
00161	PACIFIC POWER	08/12/2024	Regular	0.00	5,097.96	47927
01040	RECOLOGY WESTERN OREGON	08/12/2024	Regular	0.00	718.86	47928
01387	RICOH USA, INC.	08/12/2024	Regular	0.00	549.73	47929
01133	SDIS	08/12/2024	Regular	0.00	13,046.00	47930
00454	WALTER NELSON CO.	08/12/2024	Regular	0.00	1,358.90	47931
01510	Wave	08/12/2024	Regular	0.00	967.05	47932
01726	Wilcox & Flegel	08/12/2024	Regular	0.00	84.15	47933
00510	Zoe Manhire	08/12/2024	Regular	0.00	64.00	47934
VEN01254	Clarence Robinson	08/14/2024	Regular	0.00	100.00	47935
01709	John Orr	08/14/2024	Regular	0.00	100.00	47936
00141	MESHER SUPPLY	08/14/2024	Regular	0.00	32.20	47937
01279	Stephanie Osterlund	08/14/2024	Regular	0.00	300.00	47938
00312	AIRGAS USA, LLC	08/21/2024	Regular	0.00	1,470.50	47939
01691	CHASING EBENEZER	08/21/2024	Regular	0.00	200.00	47940
00187	DMT Auto Parts	08/21/2024	Regular	0.00	40.32	47941
VEN01349	Erin Johnson	08/21/2024	Regular	0.00	30.00	47942
01223	Jeane Jensen	08/21/2024	Regular	0.00	630.00	47943
01518	Manage My Market	08/21/2024	Regular	0.00	1,241.60	47944
VEN01189	Meyer Freeman	08/21/2024	Regular	0.00	400.00	47945
00309	Seaside Downtown Development Assoc.	08/21/2024	Regular	0.00	1,500.00	47946
00900	STAPLES	08/21/2024	Regular	0.00	552.81	47947
01726	Wilcox & Flegel	08/21/2024	Regular	0.00	73.20	47948
VEN01271	Angelina Alcala	08/26/2024	Regular	0.00	9.50	47949
01560	CHRIS DUFFY	08/26/2024	Regular	0.00	20.96	47950
VEN01266	Cortney Tibbitts	08/26/2024	Regular	0.00	90.31	47951
00096	GEORGIE'S CERAMIC & CLAY	08/26/2024	Regular	0.00	456.54	47952
00099	GRAINGER	08/26/2024	Regular	0.00	33.96	47953
00162	HARRINGTON INDUSTRIAL PLASTICS LLC	08/26/2024	Regular	0.00	28.85	47954
01761	HD Supply Facilities Maintenance Ltd	08/26/2024	Regular	0.00	114.95	47955

Check Report

Date Range: 08/01/2024 - 08/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01350	Lena Soprano	08/26/2024	Regular	0.00	19.25	47956
00434	RICOH USA	08/26/2024	Regular	0.00	79.65	47957
VEN01340	Virginia Lopez	08/26/2024	Regular	0.00	500.00	47958
00454	WALTER NELSON CO.	08/26/2024	Regular	0.00	913.62	47959

Bank Code General Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	58	0.00	66,192.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>63</b>	<b>58</b>	<b>0.00</b>	<b>66,192.96</b>

Check Report

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Payroll-Payroll</b>						
01793	US Treasury	08/31/2024	Bank Draft	0.00	2,459.00	DFT0001539
01793	US Treasury	08/31/2024	Bank Draft	0.00	10,514.58	DFT0001540
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	5,709.62	DFT0001541
01793	US Treasury	08/31/2024	Bank Draft	0.00	6,028.67	DFT0001542
01793	US Treasury	08/31/2024	Bank Draft	0.00	34.08	DFT0001546
01793	US Treasury	08/31/2024	Bank Draft	0.00	145.68	DFT0001547
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	37.05	DFT0001548
01793	US Treasury	08/31/2024	Bank Draft	0.00	6.12	DFT0001549
01793	US Treasury	08/31/2024	Bank Draft	0.00	2,321.88	DFT0001572
01793	US Treasury	08/31/2024	Bank Draft	0.00	9,927.94	DFT0001573
01793	US Treasury	08/31/2024	Bank Draft	0.00	5,389.30	DFT0001574
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	5,460.45	DFT0001575
01793	US Treasury	08/31/2024	Bank Draft	0.00	4.00	DFT0001578
01793	US Treasury	08/31/2024	Bank Draft	0.00	17.12	DFT0001579
01793	US Treasury	08/31/2024	Bank Draft	0.00	1.54	DFT0001580
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	-24.34	DFT0001581
01793	US Treasury	08/31/2024	Bank Draft	0.00	-104.04	DFT0001582
01793	US Treasury	08/31/2024	Bank Draft	0.00	-59.73	DFT0001583
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	-27.75	DFT0001584
01793	US Treasury	08/31/2024	Bank Draft	0.00	24.34	DFT0001585
01793	US Treasury	08/31/2024	Bank Draft	0.00	104.04	DFT0001586
01793	US Treasury	08/31/2024	Bank Draft	0.00	59.73	DFT0001587
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	27.75	DFT0001588
01793	US Treasury	08/31/2024	Bank Draft	0.00	2,397.84	DFT0001589
01793	US Treasury	08/31/2024	Bank Draft	0.00	10,253.12	DFT0001590
01793	US Treasury	08/31/2024	Bank Draft	0.00	5,603.91	DFT0001591
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	5,573.50	DFT0001592
01793	US Treasury	08/31/2024	Bank Draft	0.00	3.86	DFT0001597
01793	US Treasury	08/31/2024	Bank Draft	0.00	16.54	DFT0001598
01793	US Treasury	08/31/2024	Bank Draft	0.00	10.90	DFT0001599
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	-94.16	DFT0001606
01793	US Treasury	08/31/2024	Bank Draft	0.00	-402.62	DFT0001607
01793	US Treasury	08/31/2024	Bank Draft	0.00	-235.50	DFT0001608
01734	Oregon Department of Revenue	08/31/2024	Bank Draft	0.00	-473.28	DFT0001609
01793	US Treasury	08/31/2024	Bank Draft	0.00		

Bank Code Payroll Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	34	34	0.00	70,711.14
EFT's	0	0	0.00	0.00
	<b>34</b>	<b>34</b>	<b>0.00</b>	<b>70,711.14</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	58	0.00	66,192.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	34	34	0.00	70,711.14
EFT's	0	0	0.00	0.00
	<b>97</b>	<b>92</b>	<b>0.00</b>	<b>136,904.10</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	8/2024	136,904.10
			<b>136,904.10</b>

## SEPRD's Vendors

Vendor	Description
94.9 The Bridge	Advertising
Ace Hardware	Maint. Supplies
American Red Cross	Training/Certification
BAMM! Promotional Products	Custom promotional products
Builders First Source	Maint. Supplies
CBM Systems	SRC Custodial
City Of Seaside	Water Bill/Market
Civic Plus	POS annual bill
Cole Industrial	Maint. Supplies
Columbia Locksmith	Lock replacement/Maint.
Convergint	Fire Systems
CTL Corporatyion	Tech Equipment
Diamond Heating	HVAC Repair/Installation
Deming Designs	Wheelchair Parts
DMT Auto Parts (Napa)	Maint. Supplies
Englund Marine	Maint. Supplies
EO Media Group	Advertising
Evans Plumbing	Plumbing
FCS Group	SDC Consult
Fire Extinguisher Service	Inspection of extinguishers
Franz Family Bakeries	YP Nutrition
Georgies Ceramic & Clay	Pottery Supplies
Government Finance Officers Association	Finance Membership
Grainger	Maint. Supplies
HD Supply Facilites	Maint. Supplies
Jacobs Radio	Advertising
Jeane Jenson	Yoga Contractor
JJ Electric	Electrical maint.
Kern Thompson, CPA	Auditor
Kiwi Glass	Window Replacements
Klosh Group	Consultants
KMUN	Advertising
Les Schwab	Tires
Lincoln Aquatics	Aquatic supplies
Liftoff, LLC	Email/Microsoft Suites
Logotek	Custom Printing
Manage My Market	Farmers Market Software
Mediamerica	Advertising
Meshher	Maint. Supplies
Northwest Natural	Natural Gas
NW Local Government Legal	Lawyer
Ohana Media Group	Advertising/Notices
Oregon Recreation and Parks (ORPA)	Dues/Trainings
Oregon State Audit Division	Filing fee for annual audit

**SEPRD's Vendors**

<b>Vendor</b>	<b>Description</b>
P & L Johnson	Mechanical Heating
Pacific Alarm Systems	Maintenance/Testing
Pacific Power	Electricity
Pers	Annual social security percentage
Playful Pickleball	Recreation Contractor
Pitney Bowes	Postage/Lease of postage printer
Polk Riley	Printing
Pool & Spa House	Maint. Supplies
Recology Western Oregon	Trash
Ricoh USA	Printer Contract
Rotary	Dues
Scott Edwards Archeticture	Consultants
S & F Land Services	Surveying
SDIS	Insurance/Workers Comp
Seattle Pottery	Pottery supplies
Sherwin Williams	Maint. Supplies
Special Districts of Oregon	Dues/Trainings
Staples	Office Supplies
Sysco	YP Nutrition
Tillicum Foundation	Advertising
Trachsel Construction	Maintenance
Trails End Recovery	Debris Disposal
Tuff Puffin	Marketing
Tyler Technologies	Accounting Software
TYR	Aquatics Vending Supplies
United Rentals	Maint Equipment rental
Water Gear inc.	Aquatics Vending Supplies
Walter Nelson	Cleaning Supplies
WAVE	Phone/Internet
Wilcox Flegel	Fuel
Zions Bank	Building Loan



## SEPRD Executive Director Goals 2024-25

### Key Results / Goals

1. Objective: Improve Financial Security & Growth
  - a. Key Result: Deliver a staff report and recommendation to the Board on System Development Charges
  - b. Key Result: Create investment plan/policy
  - c. Key Result: Plan and implement new user fee schedules across all programs (equity for in-district patrons)
  - d. Key Result: Cost analysis of programmatic offerings that takes into consideration program costs, labor costs (including administrative %), and facilities costs (including maintenance)
2. Objective: Upgrade Facilities
  - a. Key Result: Complete Broadway Field renovation in collab w/ SSD
  - b. Key Result: Finalize strategic plan
  - c. Key Result: Create long-term capital plan
3. Objective: Enhance Community Relationships
  - a. Key Result: Strengthen community visibility to SEPRD leadership
  - b. Key Result: Conduct website usability analysis and develop plan for update
  - c. Key Result: Develop a patron management plan that articulates equitable response to and protocols for a patron complaint, conflict, injury, and unusual incidents
4. Objective: Strengthen Organizational Culture
  - a. Key Result: Establish a metric to gauge staff satisfaction and implement an annual staff survey
  - b. Key Result: Develop a human resources plan that articulates equitable response to and protocols for staff complaint, conflict, injury, and unusual incidents
  - c. Key Result: Conduct compensation scan and develop compensation guidelines/plan that takes into account both COLA and merit increases based on documented performance
  - d. Key Result: Develop a development plan for key positions (e.g. to mitigate risk due to key staff departure), including position descriptions / competencies



SUNSET EMPIRE PARK + RECREATION DISTRICT

# FALL FUN FEST

\$2  
PER  
PERSON



Get ready for a spooktacular time at our Fall Fun Fest! Enjoy frightfully fun Carnival Games, snap a pic at the Photo Booth, get crafty with Arts & Crafts, take a chance at our fang-tastic Cookie Walk, and snack on Popcorn & Refreshments!



OCT  
19



SUNSET RECREATION CENTER

1120 BROADWAY, SEASIDE OR 97138

4 PM - 6 PM



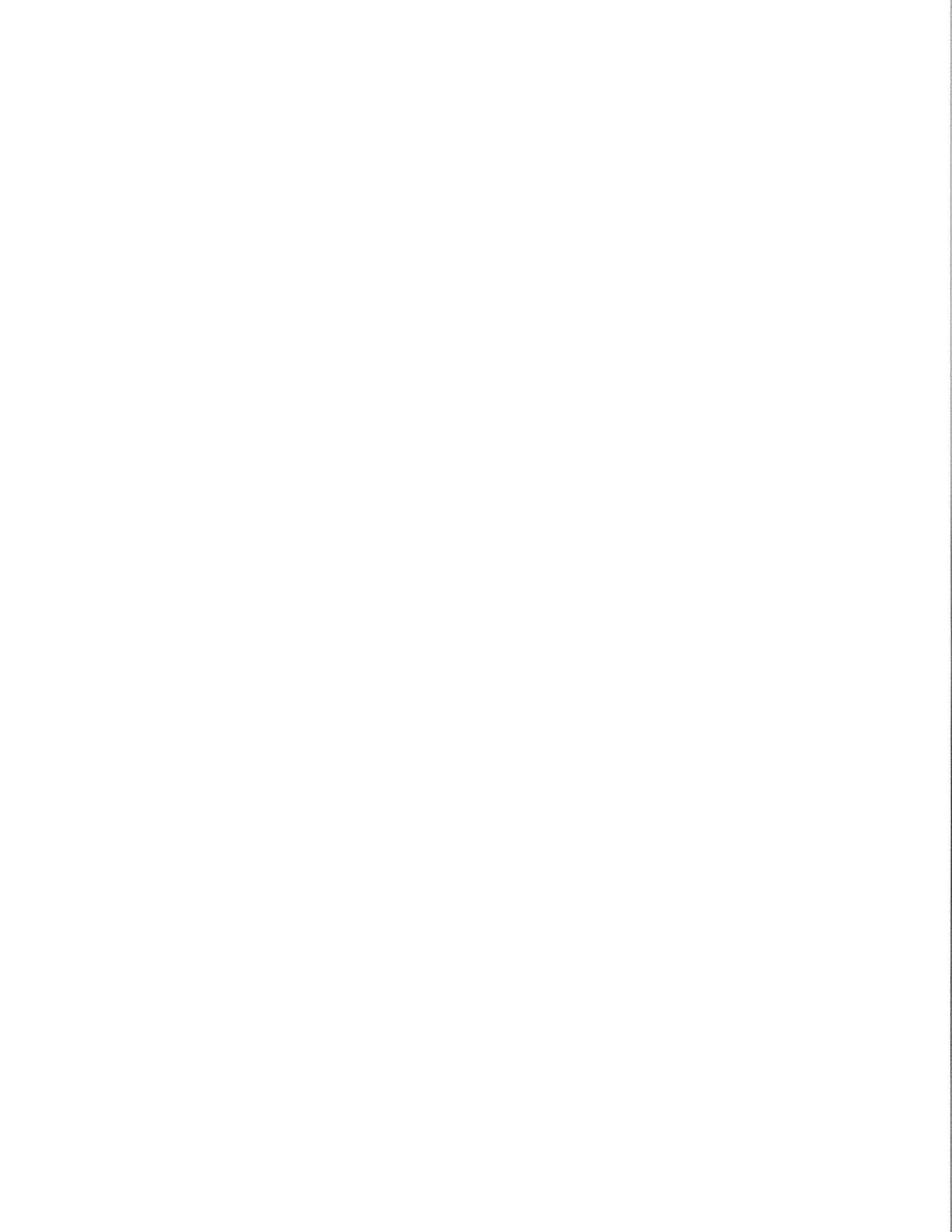
WWW.SUNSETEMPIRE.COM



FRIENDS SPONSOR  
IMAGINATION FACTORY  
THE COOKIE JAR BAKERY

SILVER SPONSOR





## LET'S CELEBRATE!

Consejo Hispano invites the entire community to celebrate



### SEASIDE

Saturday SEPTEMBER 21  
4:00 - 7:00 pm  
1120 Broadway St. Seaside, OR 97138  
(Old Broadway Middle School)  
**FREE EVENT!**

### TILLAMOOK

Saturday OCTOBER 5  
4:00 - 7:00 pm  
Tillamook Fairgrounds  
4603 3rd St, Tillamook, OR 97141  
**FREE EVENT!**

*Fun and enjoyment for the whole family!*  
Delicious food, dance performances, magic/comedy show, and folk art workshops for FREE; and artisan fair.

Brought to you by:



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Sábado 21 de SEPTIEMBRE  
4:00 - 7:00 pm  
1120 Broadway St. Seaside, OR 97138  
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**¡EVENTO GRATUITO!**

## TILLAMOOK

Sábado 5 de OCTUBRE  
4:00 - 7:00 pm  
Terrenos de la Feria  
4603 3rd St, Tillamook, OR 97141  
**¡EVENTO GRATUITO!**

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*¡Alegria y diversión para toda la familia!  
Deliciosa comida, danza folclórica, magia/comedia,  
y talleres manuales GRATIS; y feria de artesanos.*

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# Stay healthy and on your feet

**Fall prevention event 2024**

Balance, strength and overall health can change as you age, putting you at risk for falling. Join Providence experts for a free educational presentation on how to reduce your risk.

- Learn how medications, footwear and changes to your home environment can help keep you safe and on your feet.
- Try tai chi! Most events include a short, active introduction, so be sure to wear comfortable shoes and clothes for moving. The regular practice of tai chi offers multiple health benefits and has been shown to reduce the risk of falling by 50%. It's also a great way to improve strength and flexibility.
- Receive a personal medication review with a Providence pharmacist, if you wish.

Attend for yourself or someone you love.

*Exercise participation is at your own risk. Modifications will be offered for seated or supported standing tai chi.*



## Community Fall Prevention Event

Friday September 27, 2024

12:30 - 2:30pm

Bob Chisholm Community Center

1225 Avenue A, Seaside



Looking forward to seeing you there!



For details and free registration scan the code or visit  
[Providence.org/ORFallClasses](https://Providence.org/ORFallClasses)

This event is brought to you by Providence Senior Health.

# Stay healthy and on your feet

## Six steps to reduce your fall risk



An older adult falls every second of every day and the result can be devastating. More than 95% of hip fractures are caused by a fall. However, there are simple steps you or a loved one can take to reduce your risk.

Stay safe with these tips!



1. Find a good exercise program to build balance, strength and flexibility.

If you need help, start by working with a physical therapist.

To learn more about tai chi and fall prevention classes, check out your local community or senior center, or Providence's Free Strong For Life program: <https://tinyurl.com/5n8b3h56>



2. Talk to your health care provider.

Share your worries about falling or if you have fallen. Ask for an evaluation of your fall risk.



3. Regularly review your medications with your doctor or pharmacist.

Certain drug side effects can increase your risk of falling. Even over-the-counter drugs, like Benadryl® or Tylenol® PM, have been linked to falls. Take any medication only as prescribed.



4. Take care of your ears and eyes.

Get your vision and hearing checked every 1-2 years and keep your eyeglass prescription current. Your eyes and ears help keep you balanced.



5. Keep your home safe.

Now more important than ever, make sure to remove tripping hazards, such as throw rugs; increase lighting; make stairs safe; and install grab bars in key areas. You may qualify for a home safety assessment from an occupational or physical therapist.



6. Talk to your friends and family members.

Enlist their support in taking simple steps to stay safe. Falls are not just an issue for seniors.